Approved For Release 2000/04/14 : CIA-RDP78-04004R000100010011-4

3 January 1955

MEMORANDUM FOR: Executive Officer, Security Office

SUBJECT : Training (Monthly Report)

Following is monthly report on training of SO Personnel, current training and training completed in December 1954:

Clandestine Methods & Techniques. . .to be completed in Jan. . 3
(29 Nov. 1954 - 14 Jan. 1955)

Clerical Refresher. . . . . .completed in Dec. 5
(15 Nov. - 3 Dec. 1954)
Typing I. . . . 2
Typing II. . . 1
Shorthand Intmed 2

Language
Internal - Language Lab. Facilities
(commenced various dates since Aug. 1952)
German. . . . . .continuing. 3
Japanese. . . . . " 1

External (other than language) or language training
Naval Language School. . . . . .to be completed in June '55. 1
(Russian)

George Washington Univ. . . . .to be completed in Jan '55. . 1
(Psychology)

Basic Management. . . . . .completed in Dec. 1
(19 Nov. - 3 Dec. 1954)

Basic Supervision. . . . . .completed in Dec. 2
(6 - 17 Dec. 1954)

Administrative Support. . . . .completed in Dec. 2
(22 Nov. - 17 Dec. 1954) now Operations Support

Reading Improvement. . . . . .completed in Dec. 1
(8 Nov. - 23 Dec. 1954)

TSS Training. . . . . .completed in Dec. 4
(2 and 3 Dec. 1954. . . . 1)
(29 Nov. - 15 Dec. 1954. 3)

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SSD Training

Language - Phonograph Records (various dates since Jan. '53 continuing)

Field Offices		Hqtrs.	
German	4	French	3
Spanish	5	Japanese	1
French	2	German	4
Russian	3	Italian	1
Italian	1	Spanish	1

SSD Special Agents Course . . . .to be completed in Jan. 15
(27 Dec. 1954 - 14 Jan. 1955)

SO Training

Security Officer Training. . completed in Dec. 2
(continuing on an individual basis
to meet departure schedules)
. . . to be completed at later date. . . 5

Total number of persons taking training in Dec. 71

[redacted]

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